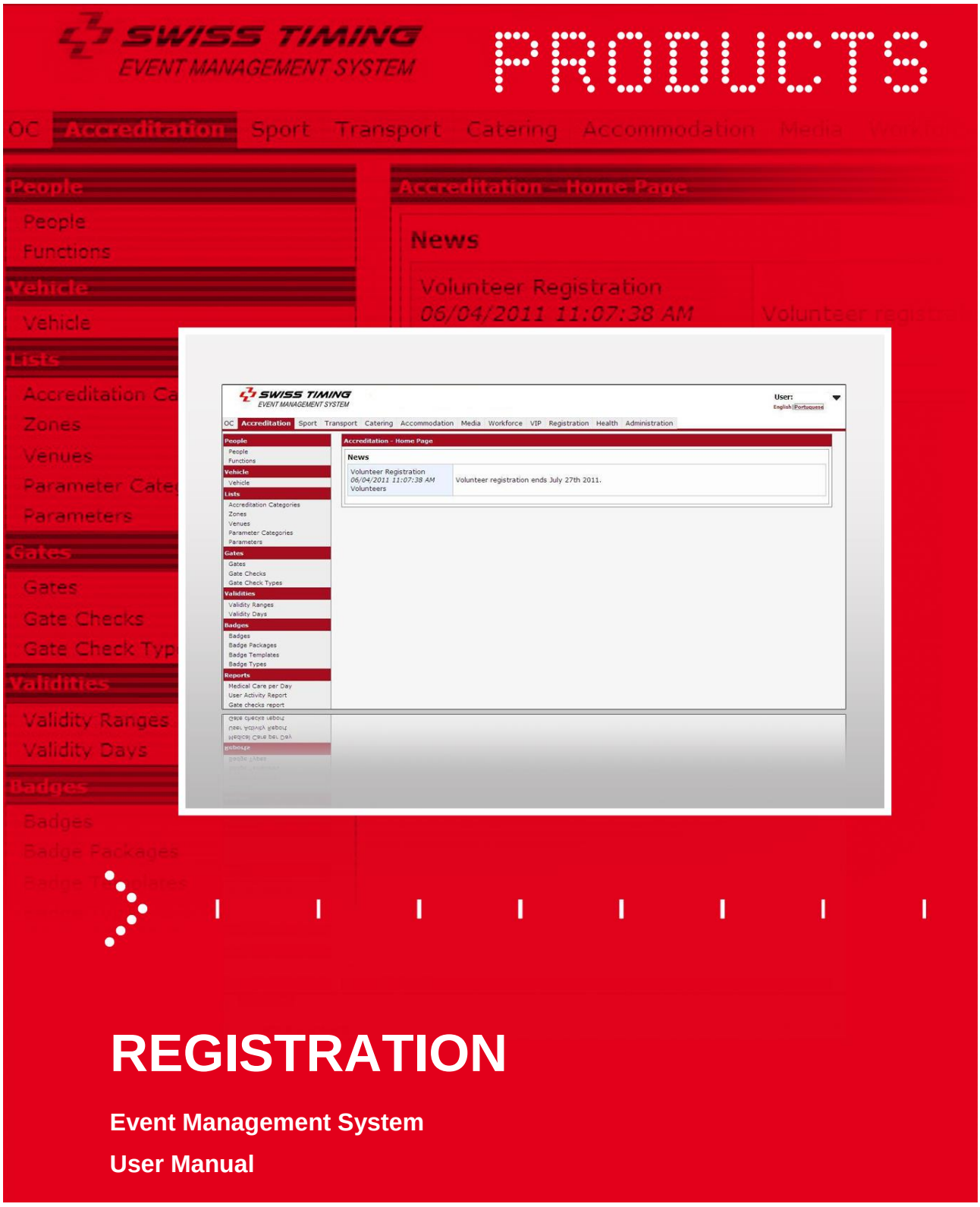
SWISS TIMING



REGISTRATION

Event Management System

User Manual

Version 1.5

Edition October 2014

Documentation Updates
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1 WHAT IS EMS?

Event Management Systems are WEB based (HTML) applications which serve to manage the course of an event and all its aspects. In other words, it is a large database of all data related to an event or series of events. Each user has predefined access and permissions for managing particular parts of the system according to their status at an event. In regards to registration this web application handles the whole registration process of a mission (athletes, officials) and other aspects (editing, etc.).

All modules have the flexibility to be customized for the specific needs of an OC. However it is unlikely that all requests can be fulfilled. The specific requirements of the OC need to be checked with the capabilities of the system.

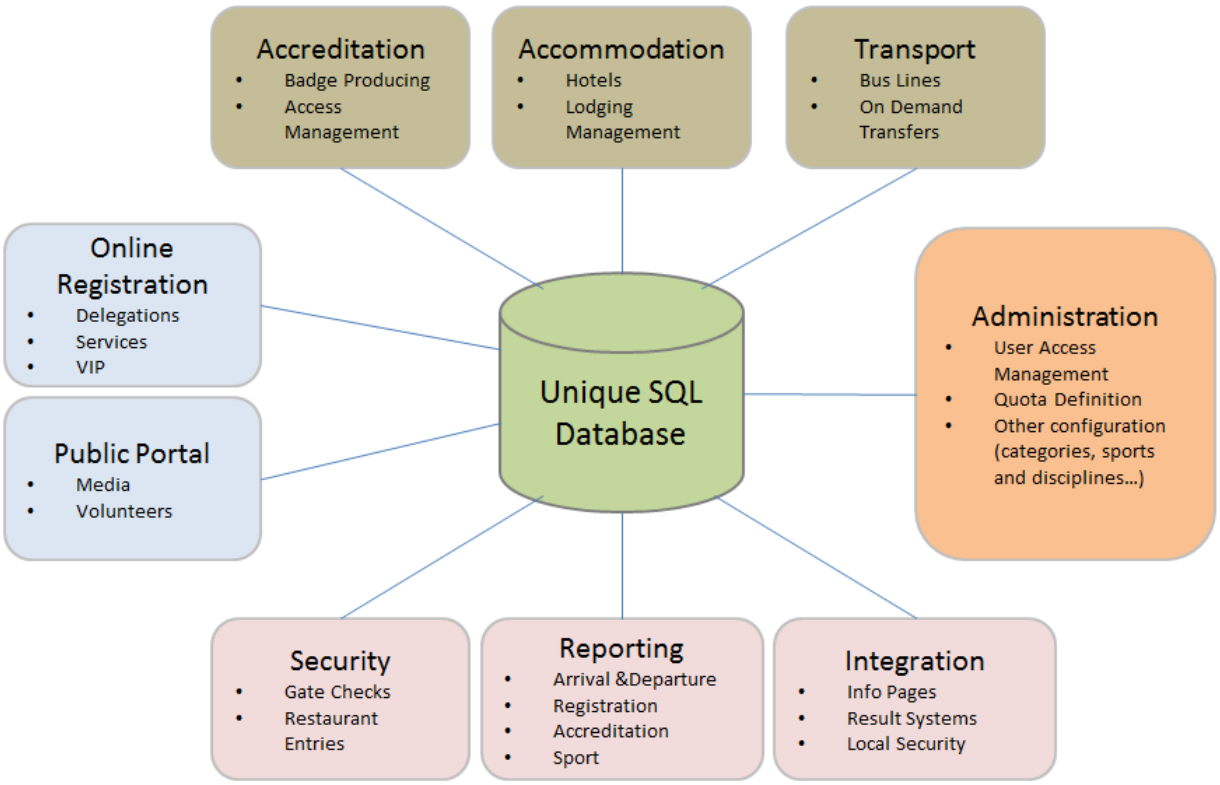


Figure 1 – EMS overview

The system is optimized for latest version of Goggle Chrome browser.

EMS system may be found here: https://apps.st-software.com/winteruniversiade2015

2 LOGIN

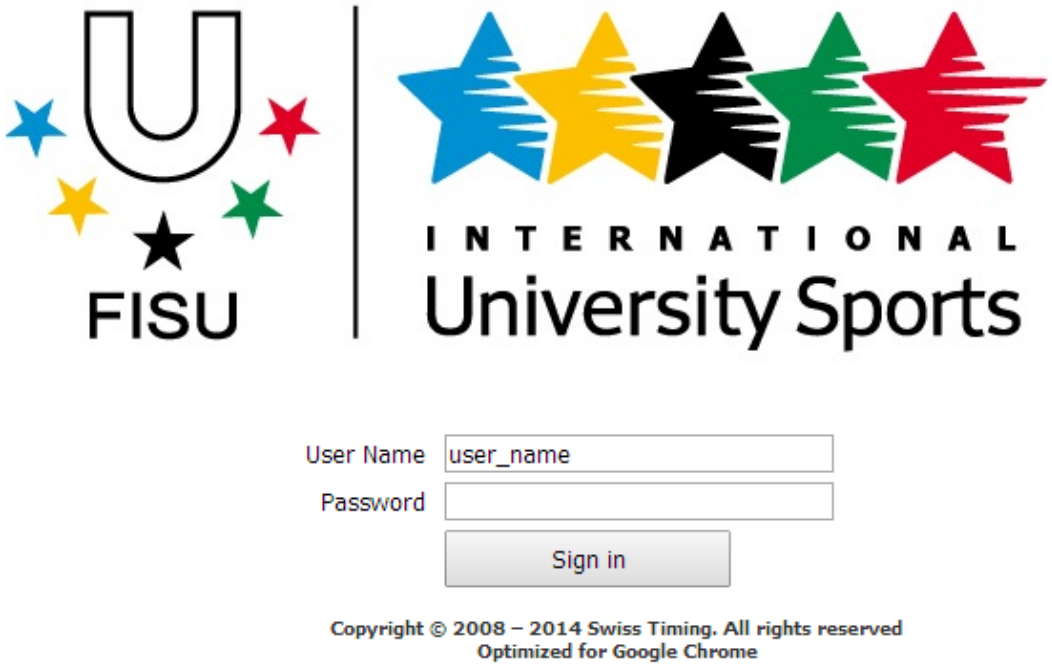


Figure 2 – Sign In page

The user log-in process is quick and simple. First enter your user name and a password then click on the [Sign in] button.

When initially entering EMS you have to have your own user name and password.

3 EVENT SELECTION

After login in Event Selector has to be chosen an event for this is needed to manage a registration.

Select Event
27th Winter Universiade 2015
24 January – 1 February 2015 Strbske Pleso/Osrblie (Slovakia) - Nordic Skiing & Biathlon
4 – 14 February 2015 Granada (Spain)
Jan 24, 2015 - Feb 14, 2015
Heads of Delegation Meeting
23-25 September 2014 Granada (Spain)
27-28 September 2014 Strbske Pleso / Osrblie (Slovakia)
Sep 23, 2014 - Sep 28, 2014

Figure 3 Event Selection

4 PEOPLE MANAGEMENT

The People Management tool is a basic overview of persons registered in the global database and offers the possibility to search and display new person profiles. If the person is not yet registered you can create a new person profile and register it to a selected event.

There are two types (phases) of registration:

1. Global profile – it is a must in order to register for specific events. You input your personal information just once and then you only apply (register) for specific events.
2. Event registration – registration to a specific event

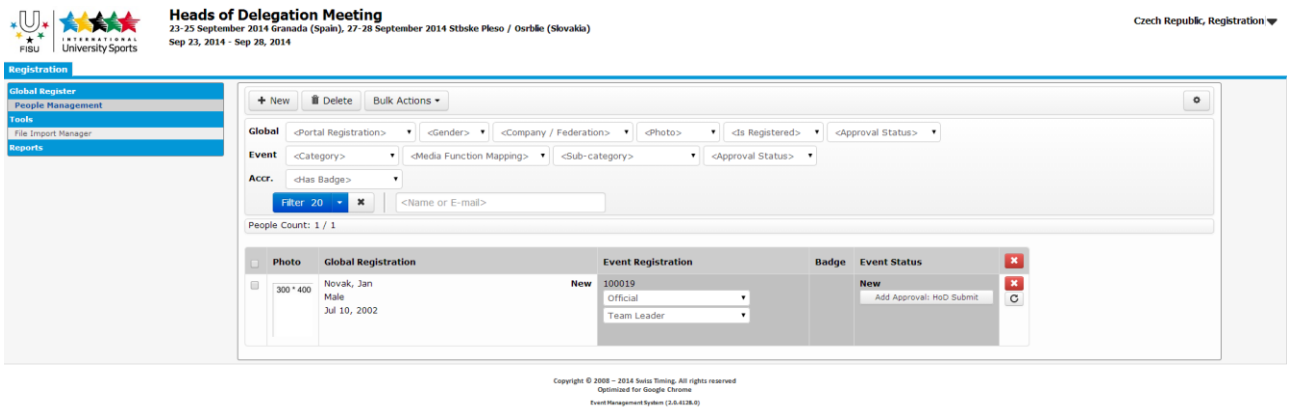


Figure 4 – People Management

4.1 New Person

To create new person profile click on the [+ New] icon in the upper bar. A new person profile web form will then be shown.

Figure 5 – New Person

Fill in all required information (marked with a red asterisk) and then click on [Save].

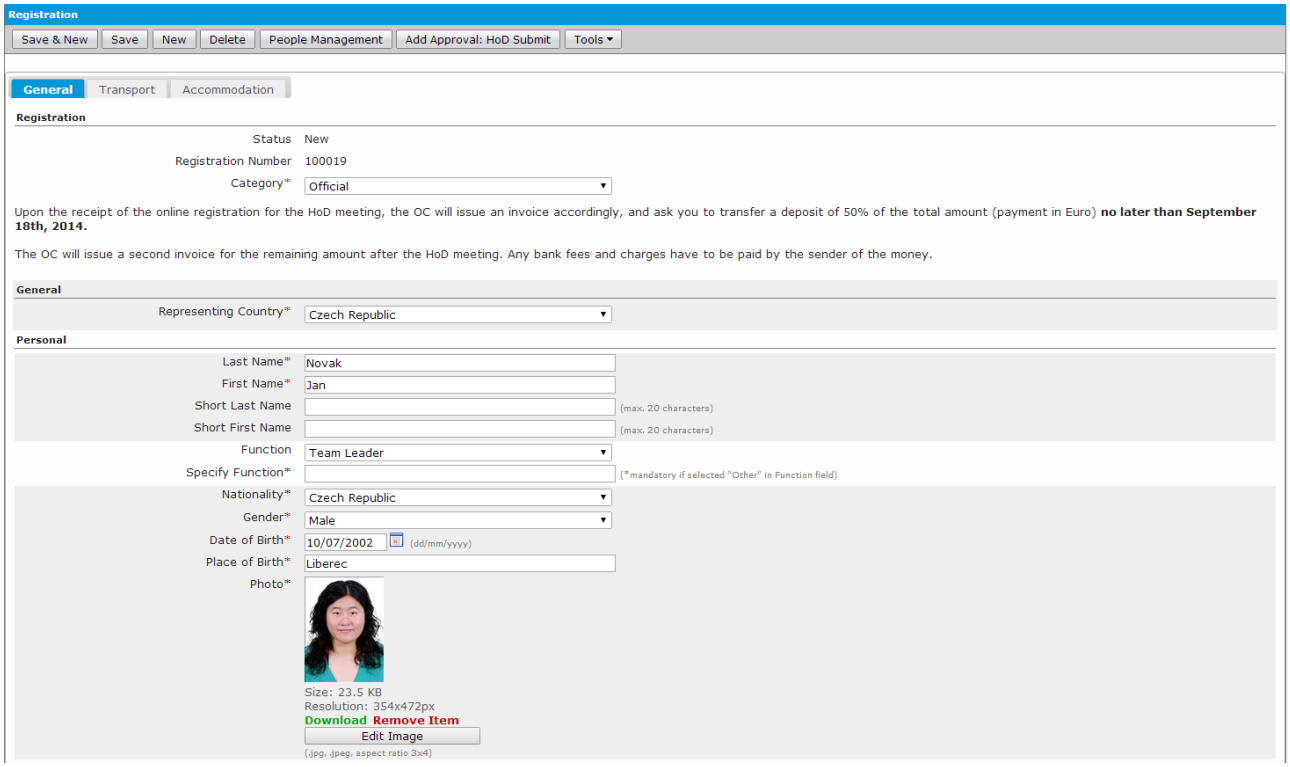

Registration
Save & New
Save
New
Delete
People Management
Add Approval: HoD Submit
Tools
General
Transport
Accommodation
Registration
Status New
Registration Number 100019
Category* Official
Upon the receipt of the online registration for the HoD meeting, the OC will issue an invoice accordingly, and ask you to transfer a deposit of 50% of the total amount (payment in Euro) no later than September 18th, 2014.
The OC will issue a second invoice for the remaining amount after the HoD meeting. Any bank fees and charges have to be paid by the sender of the money.
General
Representing Country* Czech Republic
Personal
Last Name* Novak
First Name* Jan
Short Last Name
Short First Name
Function Team Leader
Specify Function*
Nationality* Czech Republic
Gender* Male
Date of Birth* 10/07/2002 (dd/mm/yyyy)
Place of Birth* Liberec
Photo*
Size: 23.5 KB
Resolution: 354x472px
Download Remove Item
Edit Image
(.jpg, .jpeg, aspect ratio 3x4)

Figure 6 – Person Detail

To go back to the list of registered people click on [People Management].

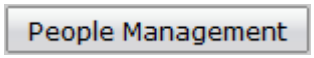


Figure 7 – People Management icon

4.1.1 Photo Tool

There is a specific tool for taking and editing pictures directly in the browser - click on [Edit Image] icon.

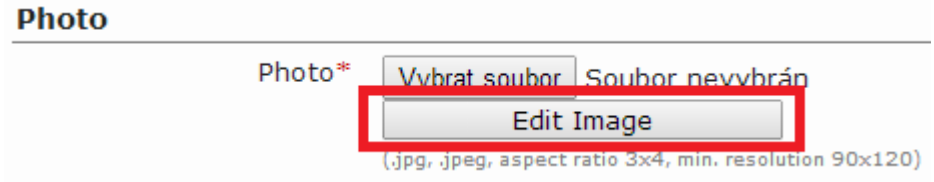


Figure 8 – Edit Image icon

New windows pops up where you can either upload picture from computer or take picture using webcam once you have select the option “Camera” (note: Do not forget to allow the camera in your browser!)

No matter if the picture is uploaded or taken by camera you may edit it. There are predefined resolutions (90x120, 150x200, 300x400) which you may use or adjust the resolution by drag & drop.

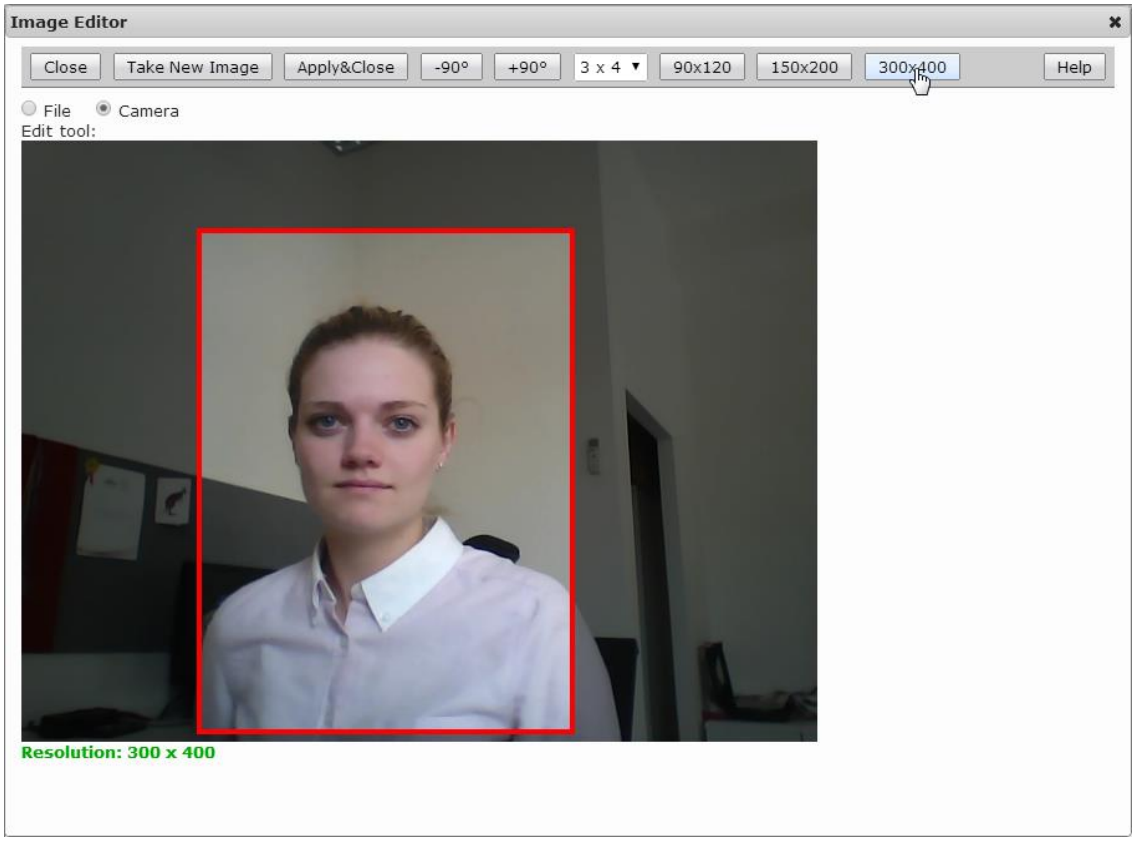


Figure 9 – Picture Editor

To display user help describing functionalities of the tool, click on [Help] in the right hand upper corner of the window.

Next, click on [Apply&Close] to close the picture editor.

Once the editor is closed, click on [Save] to save profile.

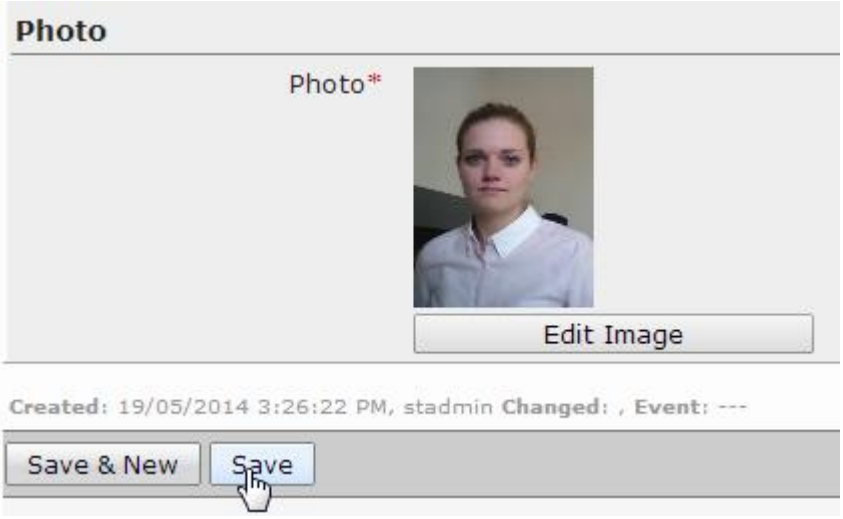


Figure 10 – Picture Editor – Save Profile

4.1.2 Sport Quota Frame

For Athletes is displayed Sport Quota Frame which indicates quota value (“Max” column), the current count of registered Athletes who correspond with the quota (“Current” column) and amount of available registrations (“Available” column). The frame is shown once Category, Gender, Sport and Discipline fields have been filled in.

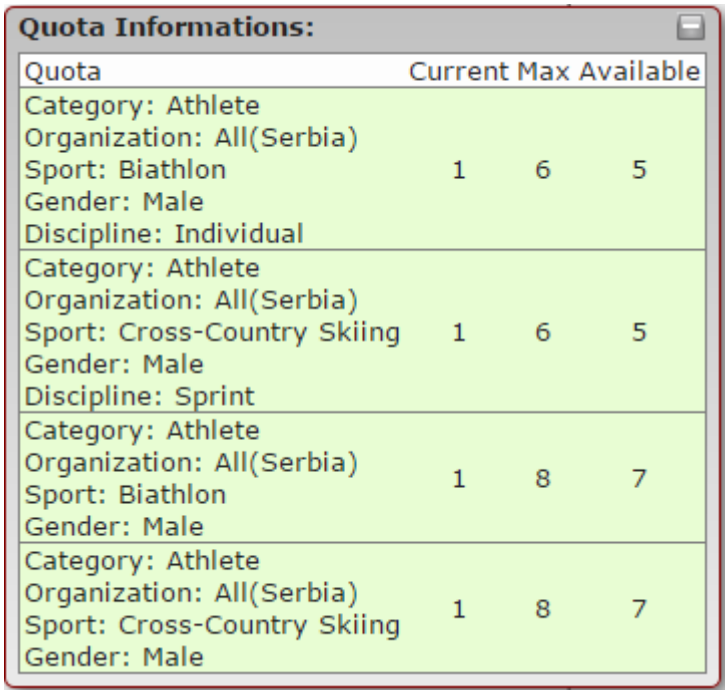


Figure 11Sport Quota Frame

4.1.3 Duplicate Entry Frame

The Duplicate Entry frame serves to avoid any duplicate entries. Once is entered some name (values in Last Name and First Name fields) which is exact the same with some already existed profile, an appropriate profile(s) is shown in the frame which is located next these fields. In case that one of the listed profiles is a preferred one, to click on appropriate profile line is this profile listed in the People Management.

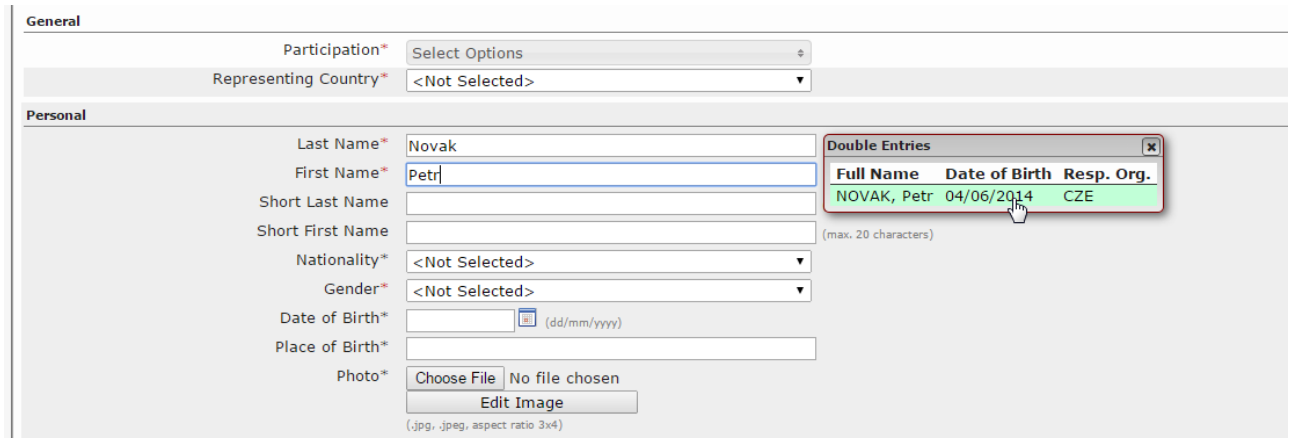


Figure 12 Duplicate Entry Frame

4.2 Registering Person to Event

Once the person profile is registered, they are not yet assigned to an event. Click on the [Register] button to register a person to the actively selected event and choose the appropriate Person category and function in the **Event registration** column

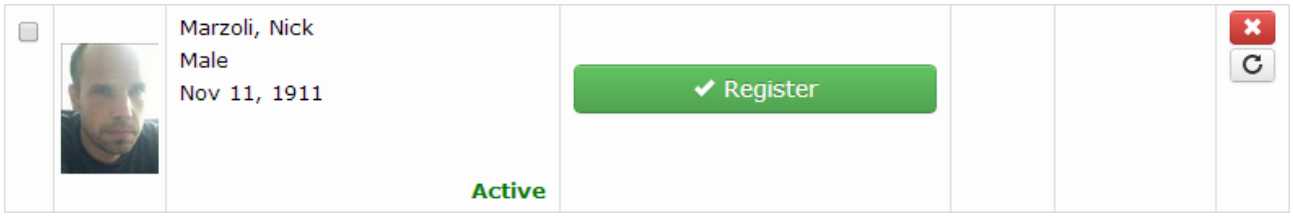


Figure 13 – Register Person

4.2.1 Bulk Registration

Filters non registered people and one can select the desired ones.

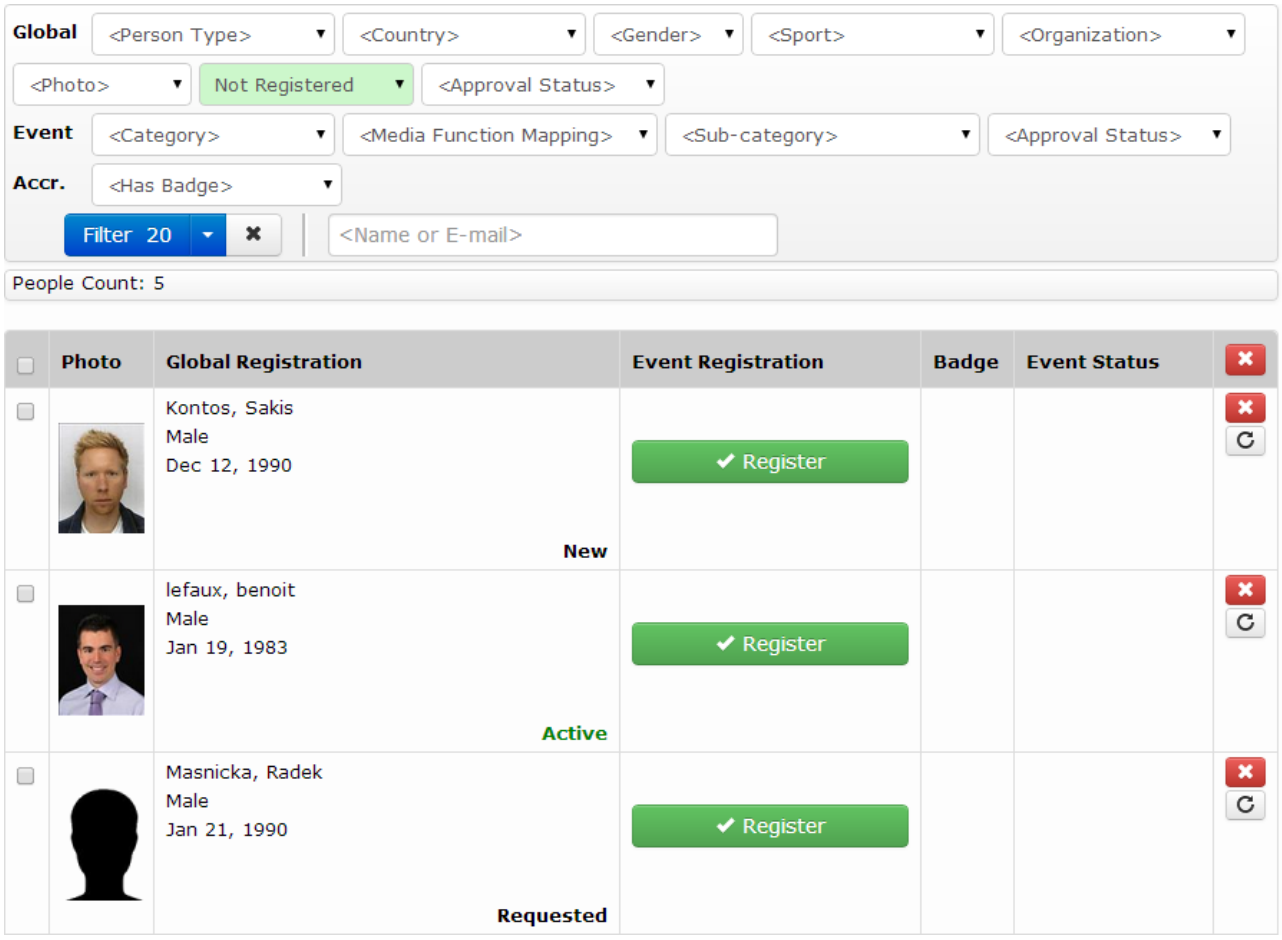


Figure 14 – Bulk Registration – filter

Use the [Bulk Actions - Register] icon to register multiple people.

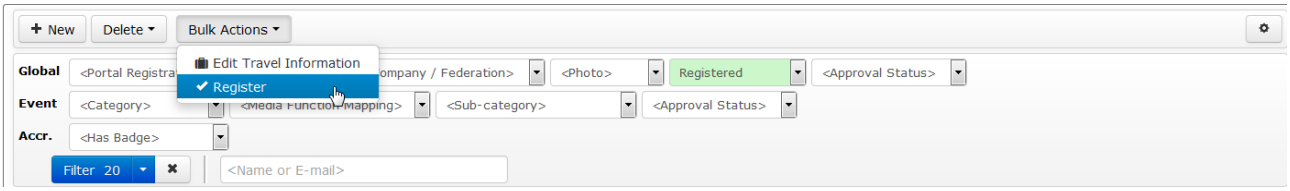


Figure 15 – Bulk Registration – Bulk Register icon

4.3 Approving a Person

There are three submission steps – General Submit, Event Submit and Transport Submit – which has to be assigned one by one just in the row. Marked fields by black asterisk have to be filled in before a processing of some submission step, otherwise the system does not allow to finish the process and some warning message is appeared. Once some submission has been assigned to some registration, an appropriate block of data is going to be just read-only.

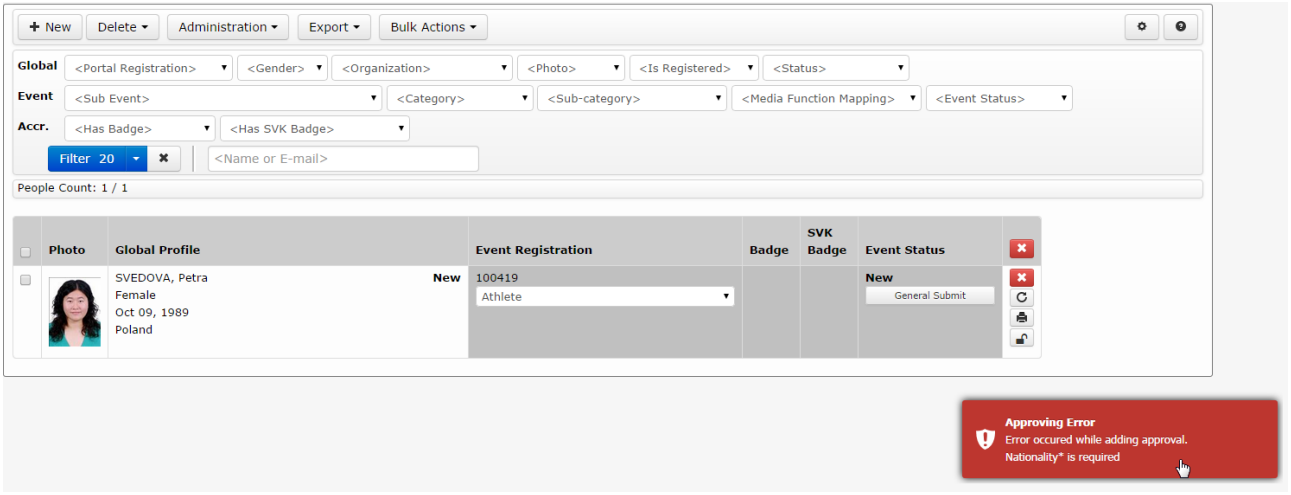


Figure 16 Submission warning message

Person event registrations may be approved either from the People Management section or from the person detail section, once you click on one of approvals [General Submit], [Event Submit] or [Transport Submit].

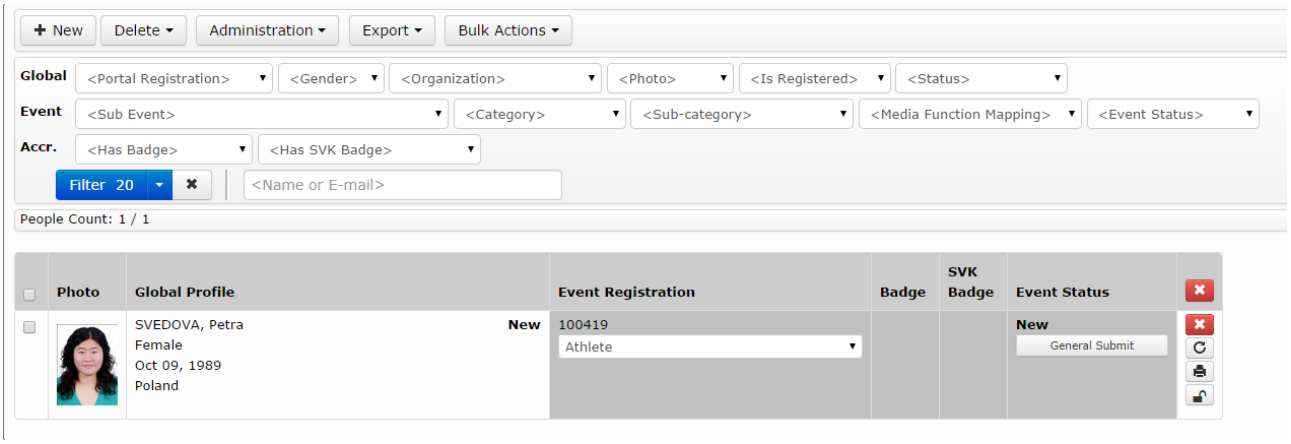


Figure 17 – Registered Person

Once the registration is submitted (assigned all three submissions), the status of the person is changed to “Submitted” and the background of the Event registration cell will become light green. The submitted registrations cannot be edited at all.

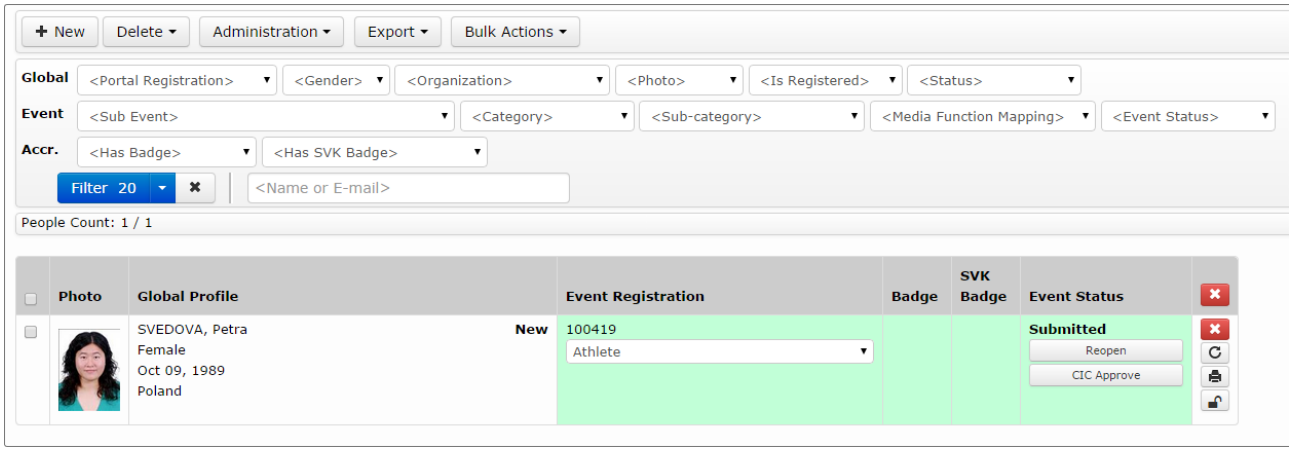


Figure 18 – Submitted Person

4.4 Bulk Edit Travel information

Bulk Edit Travel Information action serves to add or update travel data to more registrations by one step. At first some registrations have to be selected in People Management, then use [Bulk Actions – Edit Travel Information] icon to go to an editing dialogue.

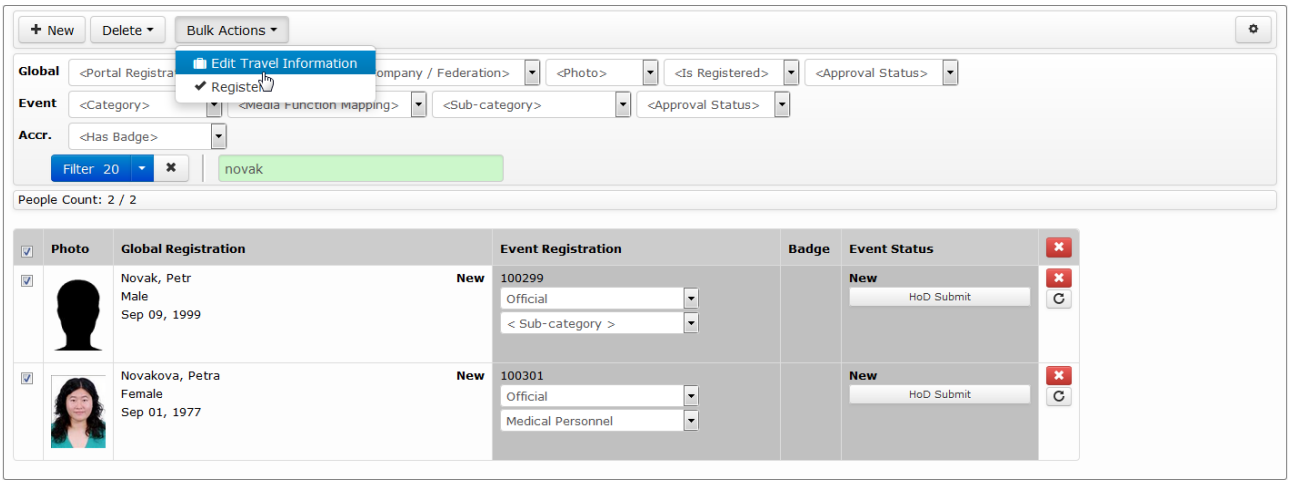


Figure 19 People Management - Edit Travel Information

On the top there is a list of registrations to which travel data will be updated. Below there are two sections for each games place (country). To add/edit data for an appropriate place has to be ticked [Edit Transport to Spain/Slovakia] and [Arrival] for arrivals or [Departure] for departures afterwards. The data from each section can be editing separately. Once [Arrival/Departure] option is ticked, all data are going to be updated. To apply the changes click on [Finish]

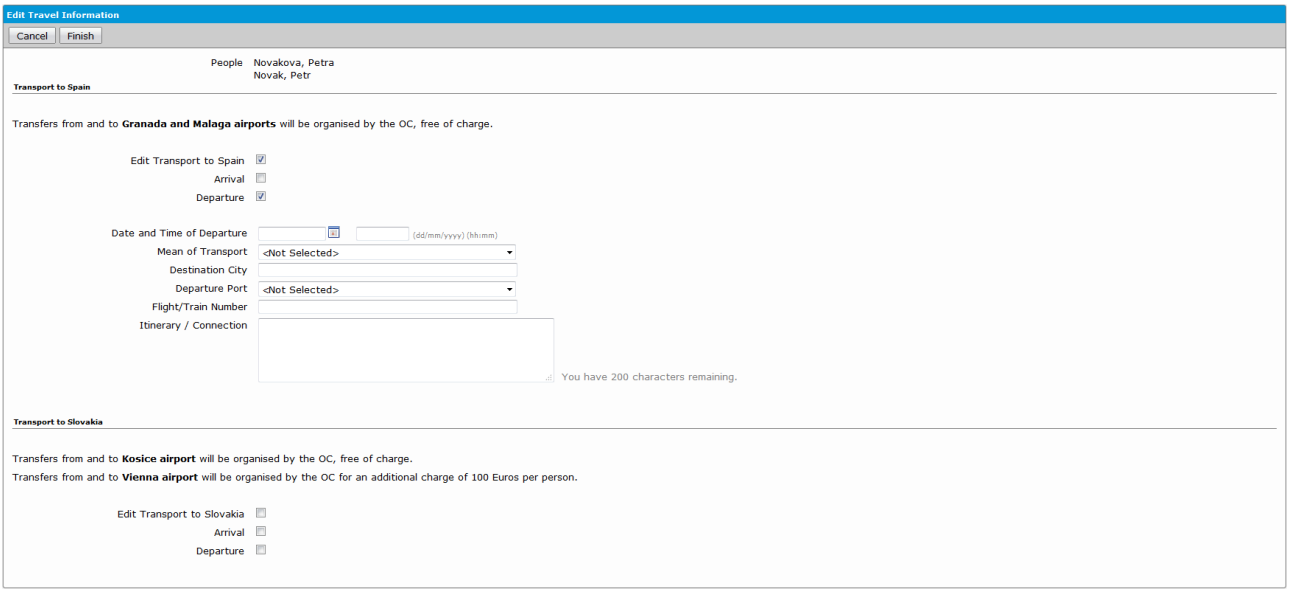
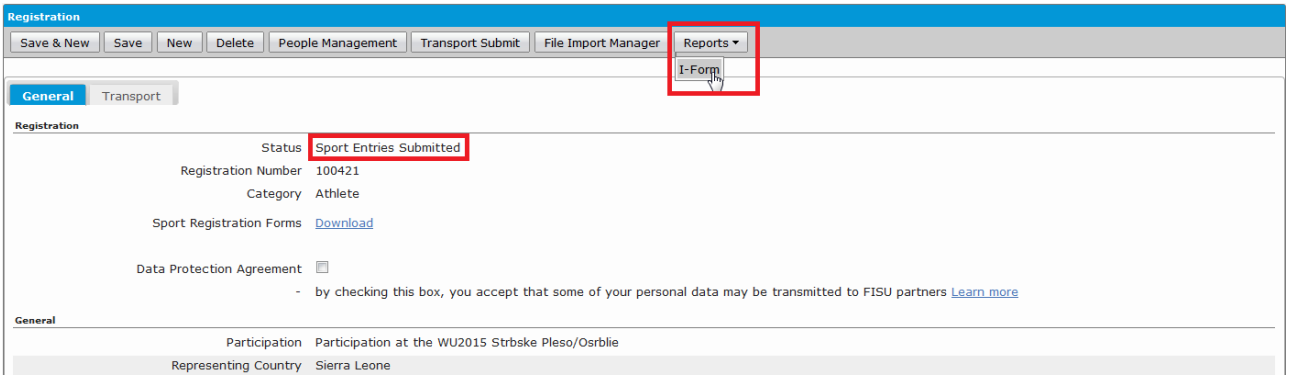

Edit Travel Information
Cancel
Finish
People
Novakova, Petra
Novak, Petr
Transport to Spain
Transfers from and to Granada and Malaga airports will be organised by the OC, free of charge.
Edit Transport to Spain
Arrival
Departure
Date and Time of Departure
(dd/mm/yyyy) (hh:mm)
Mean of Transport
<Not Selected>
Destination City
Departure Port
<Not Selected>
Flight/Train Number
Itinerary / Connection
You have 200 characters remaining.
Transport to Slovakia
Transfers from and to Kosice airport will be organised by the OC, free of charge.
Transfers from and to Vienna airport will be organised by the OC for an additional charge of 100 Euros per person.
Edit Transport to Slovakia
Arrival
Departure

Figure 20 Edit Travel Information dialogue

Note: When some data field is not filled in, no value will be saved. Once some value has been already saved -> will be deleted.

4.5 I-Form Export

I-Forms (Individual Entry Forms) for some registration can be exported from their detail just after "Event Submit" action, once registration status is "Sport Entries Submitted" or "Submitted".



4.6 Export Participant report

In Export menu there is Participant report option to export the data to an Excel file. Once no filters are applied, all registration data are going to be exported. Once some filters have been applied, just appropriate data are going to be exported.

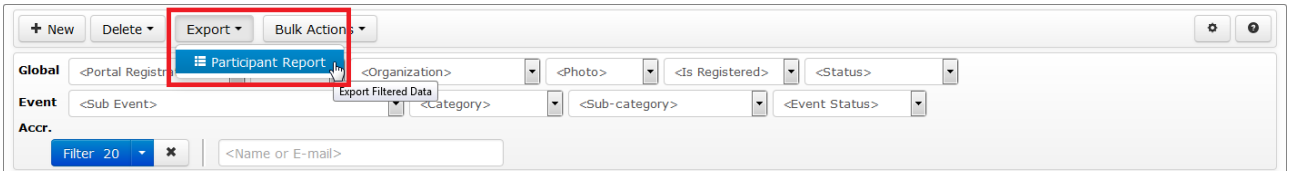
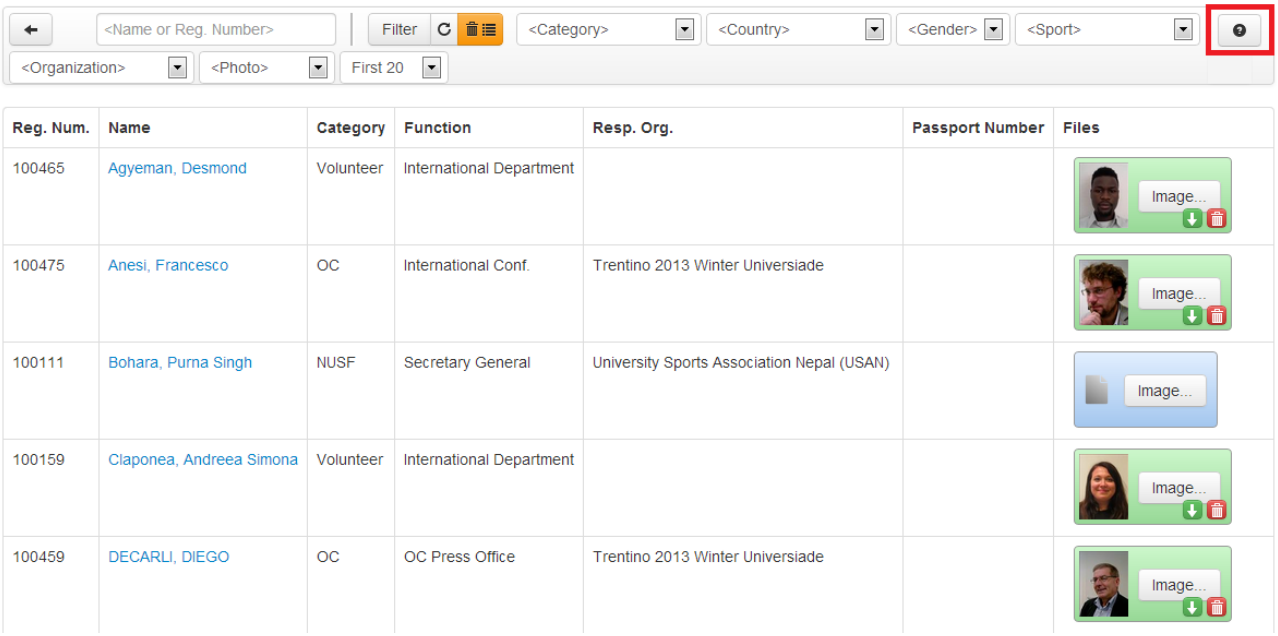


Figure 21 Export Participant report

5 FILE IMPORT MANAGER

File Import Manager is a tool which serves for fast uploading of files related to people registered in EMS. Click on question mark icon to display video user manual (see the red rectangle on the picture below).



Reg. Num.	Name	Category	Function	Resp. Org.	Passport Number	Files
100465	Agyeman, Desmond	Volunteer	International Department			Image...
100475	Anesi, Francesco	OC	International Conf.	Trentino 2013 Winter Universiade		Image...
100111	Bohara, Purna Singh	NUSF	Secretary General	University Sports Association Nepal (USAN)		Image...
100159	Claponea, Andreea Simona	Volunteer	International Department			Image...
100459	DECARLI, DIEGO	OC	OC Press Office	Trentino 2013 Winter Universiade		Image...

Figure 22 File Import Manager

6 APPENDIX

6.1 Abbreviations and symbols

Abbreviations	
EMS	Event Management System
LOC	Local Organizing Committee

Symbols	
*	Required field

Syntax for buttons, labels, menu items etc. in the applications	
Keys, Buttons and labels	[key], [OK], [Result]

6.2 Version history

Version	Date	Modifications since last version
1.0	23/07/2014	Initial version
1.1	04/09/2014	Added File Import Manager section
1.2	12/09/2014	Added Bulk Edit Travel Information section
1.3	14/10/2014	Updated for WU Registration
1.4	17/10/2014	Added Report section
1.5	24/10/2014	Added Quota and Duplicate Entry frames description